

Facility Use Application

Department of Parks, Recreation and Neighborhood Services

FACILITY INFORMATION: Facility Name/Address: Room(s) requested: Equipment requested: Type of event: <u>Estimated Attendance: Adults: Youth: Total</u> Requested date (s):______to _____to Set-up date time: _____ to ____ Event Time: _____ to ____ Clean-up Time: _____ To: (Clean up must be done on the day of the event.) Police Officer: to **APPLICANT INFORMATION:** Organization Name (if applicable): Phone: (____) No If Yes, non-profit number: _____ Is Organization a Non-Profit entity? Yes Applicant's name: ______ Phone: (____)____ Alternate Phone: (__)____ Email Address:_____ Address: ______ Zip Code: _____ Employer's name: Phone: (____) ____Ext:___ **EVENT INFORMATION:** Circle the correct answer on each question. Event open to the public? Yes No Will a caterer be used? Yes No Will a fee be charged? Yes Will refreshments be served? Yes No No Is this a fundraising event? Yes No Will wine/beer be served? Yes No **SAVE HARMLESS AND INDEMNIFICATION AGREEMENT**

(Print or type full name of Participant/Organization) accept the risk of bodily injury and/or property damage which I/we may incur or cause a third party to incur as a result of my/our participation in any and all activities for which specific space has been reserved for specific times. This shall include, but not be limited to, assignment of time and space for regularly scheduled activities, sporadic use and one-time events. With this understanding, I/We further agree to indemnity, defend and save harmless the City of San Jose, its Boards, its commissions and their respective officers, agent and employees from and against any and all claims, losses, injuries, suits or judgments arising from or in connection with my/our function as a participant. I/We agree to this indemnification and save harmless for myself/ourselves, my/our successors, assigns, heirs, executors and administrators, and any other person or entitles who/which may have claim based on my/our personal injuries and/or property damage. I/We further understand and agree that this save harmless and indemnification shall apply to any and all facilities that the City of San Jose may own and/or control

____,hereby understand and agree to

damage to facilities or equipment that occurs through our group's use of the building. Applicant's signature: Date: I/We understand that **only** the **Community Center** will reserve a **San Jose Police Officer.** I/We also understand that I/We are responsible for payment to the police officer from the time my quests arrive to the time we clean up and leave. Payment is to be made in cash, money order, or cashier's check, at the current rate of pay. Applicant's signature: Date: I/We understand have received the Community Center rules and regulations and I/We also understand that I/We are responsible for adhering to all rules and regulations. Applicant's signature: Date: **OFFICE USE ONLY: APPLICANT INFORMATION:** User Type (circle one): I II III – Res III – NonRes **PAYMENT INFORMATION:** Application Fee* Total # of hours _____ x \$____ Staffing: Total # of hours x \$ 17.00 x # of staff = \$Equipment Fee: Equipment Fee: Cleaning & Damage Deposit Revenue Generation Fee Miscellaneous Fee: GRAND TOTAL *Waived if request if for seven (7) or more consecutive hours Deposit A-Receipt # ______ Amount: \$_____ Pymt. Type:_____ Final Pymt. A-Receipt # _____ Amount: \$_____ Pymt. Type:_____ **CENTER INFORMATION:** Staff Person Taking Application: Date: Staff Person Reviewing Application: Date: **REFUND INFORMATION:** Date Refunded: _____ Amount Refunded: \$_____ A-Receipt: _____ Refund Type (circle one): Credit Card Check: Reason if withholding refund:

Furthermore, I/We have and agree to abide by the City of San Jose rules and regulations pertaining to the use of the recreation center buildings. I/We understand further that I/We will be held financially responsible for any

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